



Job Description
Job Code: 518
Range 18

PUBLIC WORKS & UTILITY INSPECTOR

DESCRIPTION: Under general supervision of the Project Manager, performs technical skilled work in inspecting roads, sidewalk, curb, gutter, water, and sewer, and drainage construction projects. Will also oversee projects that are inspected by Engineers of Record for subdivision/private development projects within the service area. Performs other duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

- Performs inspections and testing on public works and utility projects for compliance with project specifications including but not limited to: roads, drainage structures, concrete work, road base, asphalt paving, chip seal, sewer and water facilities such as water reclamation facilities, waste water treatment plants, wells, booster stations, main line extensions, service lines and laterals, and all items related to either road or utility construction.
- Plans daily activities to allow time to check/inspect all assigned projects during a given workday. Assists other departments with information concerning updates and acceptance of projects.
- Inspects construction sites for contractor/public safety and compliance. Inspects and observes construction materials and methods to ensure compliance with approved plans, specifications and construction details at the construction site.
- Operates vehicle daily to make site visits.
- Coordinates and monitors materials and compliance testing; maintains a file on test and/or laboratory results.
- Performs and/or requests as-builts surveys at appropriate phases of various types of projects.
- Provides utility connection information to permit applicants.
- Interprets specifications, blueprints and construction drawings.
- Coordinates project final acceptance procedures, walk-through/punch list, letters, etc.
- Prepares daily logs on the project; listing the jobs progress, delays, plan problems. Inputs data into computer. Provides completed reports to supervisor as directed.
- Reviews and determines fees and collects payment for Right-of-Way permits. Maintains a database of all Right-of-Way permits issued. Field checks work in the public Right-of-

PW & Utility Inspector – (Continued)

Ways for compliance with the Right-of-Way permits issued. Reviews traffic control plans associated with the Right-of-Way permits and field checks all work zones for proper installation and use of traffic control devices prior to work commencement.

- Reviews plans for new construction and tentative improvements for the City's Code Review process.
- Aids others in department with survey mapping and computer aided design drafting.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to:
 - Read and interpret engineering drawings and specifications and compare them to work in progress in order to verify compliance.
 - Use rudimentary algebra, geometry, and basic math including fractions, percentages, ratios, etc.
 - Determine defects in construction and recommend solutions to bring project into compliance. Ability to interpret testing results to aid in this endeavor.
 - Assist with survey of existing topography for public works, water, and sewer project designs. Operate various types of surveying equipment.
 - Perform materials testing and sampling, proctors and density testing, including the use of a nuclear density gauge.
 - Discuss appropriate construction methods with contractors, contractor's employees and City staff.
 - Learn the basic use of Auto Desk and surveying software to aid in survey mapping and computer aided design (CAD) drafting.
- Knowledge of:
 - Applicable Federal, State and local laws, codes, ordinances, statutes, rules, regulations, policies, and procedures.
 - MAG, MUTCD and Cottonwood Municipal Utility specifications and details and the practical application of these principles.
 - Construction practices, materials, details, specifications, symbols, terminology and codes and inspection procedures.
 - Public Works and underground utility construction.
 - All applicable construction safety requirements.
- Skill in:
 - Written and verbal communications.
 - Work zone safety
 - Analyzing data and drawing valid conclusions.
 - Computer operations and basic computer skills to include Microsoft Office.
 - Conducting research and providing meaningful results.
 - Resolving engineering, construction, and safety issues.
 - Algebra, geometry, and basic math including fractions, percentages, ratios, etc.

PHYSICAL REQUIREMENTS: This classification requires agility and balance to use ladders for accessing excavations, ability to negotiate uneven and steep terrain, must be able to be mobile in partially constructed foundations and other construction spaces ability to enter and be mobile in manholes, and other confined spaces. An incumbent may occasionally need to move an object weighing up to 75 pounds.

PW & Utility Inspector – (Continued)

MINIMUM REQUIREMENTS: High school diploma or equivalent required. Field experience in public works and underground utility inspection and two years of post-high school education in a related field are desired. Certification for the inspection of road and utility construction are highly desired. Applicant must have knowledge, skills, and abilities necessary for satisfactory job performance. Possession of or ability to obtain grade one ADEQ water and wastewater certifications within one year. Possession of or ability to obtain nuclear gauge certification within one year. Possession of a valid Arizona driver's license is required.

SPECIAL REQUIREMENTS: May be required to work overtime, holidays and weekends and be on-call 24 hours per day, per the departmental on-call policy. Must be able to respond to call out within twenty (20) minutes.